

This budget template can be used to plan and track your summer learning program budget. Each page is formatted with formulas. The payroll budget, contract services, capital expenses and supplies tabs will feed information into your overall budget tab. The categories and expenditures on each tab are meant as examples of common budget categories and expenditures; customize the template to reflect your summer program budget.

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## Summer Learning Program Budget

part of the larger "program" budget, but still needs to be developed separately to ensure accurate cost estimation. Use this spreadsheet and the corresponding worksheets to analyze your needs and develop your overall budget. The budget assumes you are using a 21st CCLC grant to fund at least part of your summer learning program. Use "Grant Funded" column to record those costs. Use "Other Funding" column to record funds that are coming from other grants, partner in-kind donations or school-year funding. Formulas are included in the spreadsheet to help. If you want to add new categories to this sheet or to the corresponding spreadsheets, just right click and choose "insert." You can insert a line above or below. This will keep your formulas working.

Category	Grant Funded	Other Funding	Funding Source	Notes
<b>Personnel</b>				
Program Director	0.00		21st CCLC grant	The salaries for these first four positions might not be included on this budget because they are fixed positions. The budget doesn't change regardless of the programs being offered.
Site Coordinator	0.00		21st CCLC grant	
Academic Liaison	0.00		21st CCLC grant	
Family Engagement Coordinator	0.00		21st CCLC grant	
Certified Teachers	5,100.00		21st CCLC grant	
Paraprofessionals/Bus Driver	9,720.00		21st CCLC grant	
Youth Staff	4,224.00		21st CCLC grant	
<b>Total Personnel</b>	<b>24,144.00</b>			
<b>Contractual</b>				
Transportation	10,000.00		Foundation funds	
Field Trip Fees	3,000.00		Foundation funds	
Partners	5,000.00		Foundation funds	
<b>Total Contractual</b>	<b>18,000.00</b>			
<b>Capital Expenses</b>				
Computers	6,000.00		Title funds	
Tablets	2,000.00		Title funds	
<b>Total Capital Expenses</b>	<b>8,000.00</b>			
<b>Supplies</b>				
Miscellaneous	1,190.00		In-kind donations	
<b>Benefits</b>				
15% of salary for full-time extra duty staff	2,223.00		General funds	
<b>Total Budget</b>	<b>53,557.00</b>			



## Payroll Worksheet

Position	Wage Per Hour	Hours per Week	Total Weeks	Total Expense
<b><i>Certified Teachers (already employed full time by organization)</i></b>				
Teacher 1	\$25.00	20	6	\$3,000.00
Teacher 2	\$35.00	10	6	\$2,100.00
<b>Total Certified Teachers</b>				<b>\$5,100.00</b>
<b><i>Paraprofessionals (already employed full-time by organization)</i></b>				
Para 1	\$15.00	40	6	\$3,600.00
Para 2	\$18.00	40	6	\$4,320.00
Bus Driver	\$15.00	20	6	\$1,800.00
<b>Total Paraprofessional</b>				<b>\$9,720.00</b>
<b><i>Total Certified and Paraprofessionals (benefits will apply on overall budget)</i></b>				<b>\$14,820.00</b>
Youth Worker 1	\$10.00	32	6	\$1,920.00
Youth Worker 2	\$12.00	32	6	\$2,304.00
<b><i>Total Youth Workers (benefits do not apply)</i></b>				<b>\$4,224.00</b>
<b>Grand Total</b>				<b>\$24,144.00</b>

## Contract Services Worksheet

Provider	Service	Contract Price
Youth Center	Sports	10,000.00
Museum	Tour	5,000.00
ABC Busing	Field Trips	3,000.00
<b>TOTAL</b>		<b>18,000.00</b>



# Capital Supply Worksheet

Item	Number	Cost Per	Total
Laptops	3	\$2,000.00	\$6,000.00
Tablets	4	\$500.00	\$2,000.00
<b>TOTAL</b>			<b>\$8,000.00</b>





## Supply Worksheet

Supply	Number	Cost Per	Total
Paper	1	\$30.00	\$30.00
Pens	40	\$1.00	\$40.00
Cameras	5	\$50.00	\$250.00
Flashlights	10	\$10.00	\$100.00
Walkie Talkies	5	\$30.00	\$150.00
Clipboards	40	\$3.00	\$120.00
Binoculars	10	\$30.00	\$300.00
Guidebooks	20	\$10.00	\$200.00
<b>TOTAL</b>			<b>\$1,190.00</b>